



JOB DESCRIPTION

Title: **POLICE CHIEF**
Department: Police
Class Code: 1650
FLSA Status: Exempt
Effective Date: July 1, 1982 (Rev. 07/2008)
Grade Number: 33

GENERAL PURPOSE

This is an appointed position that reports directly to the Mayor and is charged with the overall management of staff and budget, and the efficient direction and administration of all related activities and programs in the Murray City Police Department.

EXAMPLE OF DUTIES

- *-- Plans, coordinates, supervises and evaluates Murray City Police Department operations; establishes policy for the department in order to implement directives from the Mayor.
- *-- Develops the organizational structure including lines of authority, responsibility and communication for the department in order to carry out the policies and goals of Murray City; revises the organizational structure as required.
- *-- Coordinates all purchasing for the department by authorizing purchases and payment of bills and writing specifications for new vehicles and equipment; assists in purchasing upon request of the purchasing agent.
- *-- Supervises and coordinates the preparation and presentation of an annual budget for the department; directs the implementation of the department budget; identifies expectant cost for each project and indicates items needed for purchase during the next year; works with division heads to determine project priorities, alternatives and needs.
- *-- Initiates personnel actions such as recruitment, selection , promotion, transfer and discipline in order to maintain an effective and efficient work force; participates in selection interviews.

- *-- Applies excellent public relation skills when meeting with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the department's activities; attends conferences and meetings to keep abreast of current needs in the field; represents Murray Police Department in a variety of State, National and other meetings.
- *-- Responds to citizen complaints as required; represents Murray City on various boards and committees.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college or university with a bachelor's degree in police science, law enforcement, criminology or a closely related field, plus eight (8) years of progressively responsible police experience which must include at least four (4) years supervisory/management duties, or any equivalent combination of education and experience.

Special Requirements

- Must be a certified police officer.
- Must reside within the corporate limits of Murray City within one (1) year of hiring.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of City government to include working with the Mayor, other departments, and the Justice Court; thorough knowledge of the law.
- Knowledge of the Standards by which the quality of police service is evaluated and the use of police records and their application to police administration. Knowledge of the functions of other governmental agencies and authorities as they relate to police work.
- Excellent public relation skills, with the ability to understand and work with the news media.
- Skill in the use of firearms and the operation of police vehicles.
- Ability to plan, organize, direct and evaluate the work of subordinates engaged in diversified activities. Ability to analyze complex verbal and statistical reports and to formulate action based on analysis. Ability to analyze complex organizational problems and to determine proper courses of actions.

- Ability to prepare and present effectively oral and written informative material relating to the activities of the Department. Ability to establish and maintain effective working relationships with subordinates, other city officials, state and federal authorities, civil leaders and the public.
- Ability to work with outside community leaders/groups and bring people together, projecting trust and confidence.
- Ability to supervise and coordinate the activities of the organization; ability to exercise sound judgment in evaluating situations and making decisions; ability to insure compliance with and follow standard safety practices and procedures common to law enforcement work; ability to communicate effectively; ability to act with tact and impartiality.

TOOLS & EQUIPMENT USED

- Police car, police radio, handgun and other weapons as required, pager, personal computer including word processing software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk, talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, and extreme heat.

- The noise level in the work environment is usually quiet in the office and moderately noisy in the field.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

* Essential functions of the job.